



VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA - SAN SALVADOR

No. 17-12

Rotational Voucher Examiner

Position Vacancy

Date:

2/24/2017

OPEN TO: All Interested Candidates/All Sources

POSITION: Rotational Voucher Examiner, FSN-7, FP-7

OPENING DATE: February 24, 2017

CLOSING DATE: March 10, 2017

WORK HOURS: Full time; 40 hours/week

SALARY: Locally Employed Staff: \$15,836 (Starting salary: BR + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in San Salvador is seeking eligible and qualified applicants for the Rotational Voucher Examiner position in the Financial Management Office (FMO).

BASIC FUNCTION OF THE POSITION

Incumbent serves as the executor of invoices: receives, audits, routes for approval, and prepares all invoices for payment. Incumbent scans and inputs the invoice into the system; serves as the Voucher Examiner for: transportation vouchers, large contracts, Citibank purchases, travel cards, utilities, leases, VIP, medical, special project coordinator payroll transfers, language program, phone expenses, grants, official residence staff, representation payments, travel, contracts and blanket purchase agreements. Employee rotates as Alternate Class B Cashier.

For a complete description of the position listing all duties and responsibilities please see page 6 of this announcement.

QUALIFICATIONS REQUIRED

IMPORTANT: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** A minimum of two years of general college or university studies is required.
- 2. EXPERIENCE:** A minimum of two years of financial experience is required.
- 3. LANGUAGE:**
English: Level III (Working knowledge) Speaking/Reading is required.
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.
(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage.) These are not FSI levels, but are similar.
- 4. KNOWLEDGE:** Must possess basic knowledge of accounting principles and familiarity of financial concepts.
- 5. SKILLS AND ABILITIES:** Must be proficient in the use of Microsoft Office (Word, Excel and Access) and calculators.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. Candidates who are EFMs, USEFMS, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.**

5. Must be able to obtain and hold a non-sensitive security certification.

TO APPLY

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website http://sansalvador.usembassy.gov/job_opportunities.html in the “Download Application” box;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.

IMPORTANT: U.S. EFMs claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

SUBMIT APPLICATION TO

Human Resources Office
American Embassy San Salvador
SanSalvadorHR@state.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A- DEFINITION

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

NOTE: Non-US EFM, MOHs, EFM not under COM authority, US dependents of contractors, and US Citizen ORs do not receive a hiring preference.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws

CLOSING DATE FOR THIS POSITION: March 10, 2017

Cleared: FMO
Approved: HRO:PANTHES



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COMPLETE DESCRIPTION OF POSITION

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Invoice Liaison 30%

Daily receives an average of 50 invoices. Then audits and pulls from Integrated Logistics Management System Portal (ILMS) purchase orders and receiving reports to match with the invoice. Requests approval of the invoice from all agencies and works in coordination with Procurement to get the proper documentation for process. Next the position coordinates with warehouse and requests receiving reports for items purchased.

Inputs and keeps accurate records in the Invoice Tracking System database (Access/IT) on all invoices received. Enters all the necessary information to follow the process required in order to avoid lost invoices, errors and duplicate payments: vendor name, PO number, invoice number, dollar amount, name of contact employee in each section for approval of invoices.

Employee inputs the following information into ILMS/Invoicing: Invoice number, date of receipt of the invoice in FMO, vendor's invoice date, the amount of the invoice, the voucher number, and the vendor code. The invoice must then be scanned into ILMS.

Daily follows up via e-mail and phone calls with vendors, agencies, procurement and warehouse on status of unprocessed invoices and receiving reports. Provides to vendors, procurement and customers status of an invoice and tracks invoices in the approval process.

2. Examines contracts, vendor payments, utilities, leases, travel, and purchase cards 30%

Examines difficult and complex administrative invoices from vendors, contracting and procurement offices for: leases and contracts for the Department of State and the serviced and non-serviced agencies represented at post. Position requires comprehension and understanding of complicated lease and contractual data. Responsible for establishing and maintaining controls in Access for the payment of leases.

Employee must calculate and prorate the costs of contracts between agencies and if necessary, billed agencies for the costs involved. Employee must compare voucher requests to contractual data to determine if payment is proper and also to determine if contracts are still valid. Voucher examiner frequently liaisons with General Services Office and is the point of contact with each vendor.

Examines purchase orders, contracts, authorizations and regulations, attaching all required supporting documents, verifying that fiscal data is correct and obtaining all required signatures prior to processing the payment.

Examines the Language Training Program for all agencies and FSI funding. This process involves verifying if the agency subscribes to the service and if there are funds available in order to assign the correct fiscal data before passing it to the accounting unit for funds verification.

The incumbent must reconcile twelve separate purchase card account payments once the cardholders submit the required supporting documentation. The incumbent must review the documents received for accuracy.

The incumbent reconciles the travel card. Employee ensures that travel authorization and cables with the respective fiscal data are attached. Also verifies that the airfare cost is in compliance with regulations. The examination process includes verification that: requested payments comply with often complex provisions, terms and conditions of appropriate agreements, or other authorizing documents; documentation is authentic, accurate, internally consistent and adequately supports claims; appropriate administrative approvals and evidence of receipt are included; sufficient funds have been obligated in advance; duplicate payments have not been made; payments are in accordance with applicable laws, regulations and procedures.

Incumbent reviews and examines 132 leases. Must ensure that lease payments are made in accordance with the terms of the lease. Employee must maintain liaison with Overseas Building Operations (OBO) and GSO Housing concerning all leases offsets. Employee is responsible for maintenance of Access to Real Property Application to tracks changes in the leases.

Reviews and prepares utility bills: water, electricity, telecom and telemovil and water reimbursement.

The aforementioned functions require the ability to design and maintain computer spreadsheets in order to track and allocate costs. Allocation of costs requires a thorough understanding of all facts of the contract in order to properly distribute the costs to the affected agencies and allotments. Also accumulates information on utility costs monthly on a residence-by-residence basis for use by the Facilities Manager and provides to the Financial Management Officer and to the Management Officer a report on electricity consumption.

The position requires knowledge of the contracting function at the Department of State. Employee must have substantial knowledge of the accounting system to correctly make cost allocations to various agencies and allotments. Examples of such contracts are the security, gardening, cleaning, transportation and utilities contracts.

Maintains files for all contracts and blanket purchase agreements and reviews amendments to these documents to update control records on recurring payments.

Provides expert guidance to Section Chiefs, administrative/budget assistants and vendors regarding the voucher examination process, regulations and procedures.

3. Processing payments 30%

Prepares vouchers for payment, ensuring conformance with contracts, authorizations and regulations, attaching all required supporting documents, verifying that fiscal data is correct and obtaining all required signatures prior to certification. Maintains vendor files and other payment records as specified.

Employee must calculate and prorate the costs of contracts between agencies and if necessary, bill agencies for the costs involved. Employee must compare voucher requests to contractual data to determine if payment is proper and also to determine if contracts are still valid. Voucher examiner must make frequent liaison with General Services office and is the point of contact with the vendors.

The voucher examination process includes verification that: requested payments comply with often complex provisions, terms and conditions of appropriate agreements, or other authorizing documents; documentation is authentic, accurate, internally consistent and adequately supports claims; appropriate administrative approvals and evidence of receipt are included; sufficient funds have been

obligated in advance; duplicate payments have not been made; payments are in accordance with applicable laws, regulations and procedures.

Process journal vouchers by pay period for funds transfer from the Department of State and other agencies for special project coordinators working in their sections and payroll transfer related to overtime. Also prepares funds transfer among agencies on leases and utilities.

Process VIP visits (not Post Funds) for the following groups: CODEL, TREASURY, AMBASSADOR VISITS, and STAFFDEL.

Control of funds: assigns availability of funds to Purchase orders, GSO work orders and travel authorizations.

Payments for local hospitalization and physical payments: prepares a cable to MED/WASH reporting all expenses incurred. Also, prepares a letter of bill for collection for employees with copies of all the bills for submission to employee's insurance company. Follows up with employee on insurance reimbursement and submits a final cable to MED/WASH.

Calculates and processes travel voucher claims and advances for invitational and participant travelers, travel reimbursements, medical evacuations, and emergency visitation for all agencies at post except AID (outside of E2).

Approves travel advances in E2 when the advances are processed after the travel authorizations have been previously approved without a travel advance.

Assigns a voucher number into the E-Voucher for tracking purposes. Enters data into the Regional Financial Management System for issuance of checks or EFT.

Maintains voucher files and other payment control records as required.

Scans all vouchers processed for electronic file into E-Voucher and notifies all vendors on payment status of outstanding invoices

Prepares ICASS workload counts for the vouchering cost center for non-serviced agencies on a quarterly basis.

Provides backup for colleagues in the Vouchering and Payroll Unit. Perform other duties and assignments, as required.

4. Alternate Cashier 10%

Perform cashier duties as substitute for Class B cashier during normal cashier operations, temporary or long-term absences and in emergency situations. Has a permanent advance of \$5,000.

The incumbent is the substitute for the Class B Cashier for all agencies in El Salvador. Responsible for administering cash transactions, (i.e., disbursement, examination, receipt, replenishment and safekeeping.) Performs a variety of cash transactions, such as petty cash payments, travel advances, travel vouchers, representation vouchers and emergency cash payments, collections, deposits and accommodation exchange. Provides guidance to 15 sub-cashiers. Performs cashiering duties during auction sales for the Mission.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her agency